

These are the minutes of the Regular Session of the City of Adams, WI held on February 20, 2012 in the City Municipal Building.

Meeting was called to order by Mayor Baumgartner. On roll call were Alderpersons Jensen, Kierstyn, Marti, Scott, Suhr, Mayor Baumgartner, Administrator Ellisor and Chief Hanson. Alderperson Manthey and Attorney Pollex were excused.

The Pledge of Allegiance was recited.

**Motion by Jensen, second by Scott to approve the minutes of the February 6, 2012 meeting as printed. Roll call vote, all voted aye.**

Petitions and Communications: None.

Report of Standing Committees:

**Policy & Procedure Committee**

Administrator Ellisor gave a review of the Personnel Administrative Policies Handbook. The Committee reviewed each page and questions were addressed.

Administrator Ellisor recommended that the Personnel Committee should also review it.

**Adams County Fire District**

A discussion was held regarding the “contingency fund”.

Chief’s Report:

There were 7 calls (2 false alarms).

Inspection complete – 91 violations.

Ladder agreement in place.

Repairs for 342 under \$600.

Motions were made to approve Bud Goggins scholarship fund.

**Public Safety Committee**

In Petitions and Communications Davis expressed how well the pizza party for the kids at Grand Marsh went. Stated it was a very good afternoon with the Chief and the kids.

It was the consensus of the committee that no action be taken at this time on liquor license business checks. The police department will investigate as needed when a complaint comes in.

Chief Hanson provided a copy of an e-mail he sent out to the DOT on the status of the Main Street Highway 13 project. He has not received a reply back. After discussion, it was the consensus of the committee to have Chief Hanson contact the DOT about the possibility of getting a flashing pedestrian crossing warning light at the intersection of Main and Liberty Streets.

After discussion, the matter regarding diesel powered motor vehicle idling was tabled pending further information. The Chief will contact A-F County Market on their concerns.

After discussion on the addition of newspaper delivery to the Code of Ordinances, it was the consensus of the committee that future requests for additions to the Code of Ordinances be done by a complaint/petition procedure to the committee. The reason for this is the cost that the City has in the preparation of, and the posting of a new ordinance for insignificant problems. No action on the delivery of newspapers will be taken.

Motions were made to Approve the December and the Year End Building Inspector’s Report for 2011.

Motions were made to Approve the Police Report. All voted aye.

Approved the date of April 17, 2012 at 5pm for the next meeting.

### **Public Works Committee**

During Petitions and Communications there was a discussion held regarding street signs and weight limit postings.

South Business Park – EDA Project - Discussion was held regarding bidding for the EDA South Business Park Project. Bids are scheduled to be in by February 23rd.

Capital Projects – Alley Paving and Holtz St. - Discussion was held regarding bidding out the project. Bid documents are being prepared.

Cross Connection Service Proposal – DNR regulations require communities to implement a Cross Connection Control program. A Proposal was received from Hydro Design to assist with inspection of complex facilities. Recommendations were made to approve the proposal, as discussed, not to exceed \$3,500.00.

Public Works Department Activity – Discussion was held regarding the trucks that were looked at.

Water Meter Purchase – Discussion was held regarding the on going water meter replacement program. Recommendations were made to Purchase 150 New Water Meters not to exceed \$6,100.00.

### **Personnel Committee**

Discussion was held on the office reassignment of the Confidential Assistant. This position is full time with the employee working in both the Clerk/Treasurer's office and the Police Department. The 2012 budget allowed for full time in the Clerk's office and hiring of a part time employee for the Police Department. Administrator Ellisor will present a spreadsheet with benefits and Chief Hanson will provide the job advertisement and a wage comparison for the position at the next meeting.

### **Report of City Officers:**

**Mayor Baumgartner:** Stated that she distributed a Centennial breakdown of what will happen each day for Council to review and that it will be posted on the web site. They are looking for groups if they would like to participate and will be sending out letters for sponsorship. Most of the items are being taken up with community organizations to setup and make a profit. They meet the third Thursday of the month at 6:00PM.

**Administrator Ellisor:** Reported that \$9,000 is budgeted out of TIF#3 for Community Promotion. The Centennial event is pretty much what it is pertaining to. Part of the promotion will involve street banners that go on light poles to advertise the event and will be able to be reused in coming years. They will be made in a way they can be altered to be reused, not just date specific situation. They are quite costly, especially to get the custom made ones. There will be unique and peculiar expenses down the road that will be related to the Centennial Event. The City is the primary sponsor of the event and out of the TIF #3 budget. It may helpful to have a couple special finance committee meetings through the course of it. He wanted to make a correction on the minutes on the bid return for the EDA for the South Business park project is rescheduled, there is an addendum to that and it will be March 8<sup>th</sup>.

**Attorney Pollex:** (Read by Mayor Baumgartner) Two trials are set for this Wednesday. Pre-trials last week were uneventful and the Chief picked up his copies of the results.

**Chief Hanson:** Several Officers will be attending training next month in Eau Claire and the Dells. Kids Day will be April 21<sup>st</sup> at the High School and the department will have the roll over device. The department along with Adams County Sheriffs department will hold a Bike Safety program in conjunction with the summer school program in July. Winter parking is in effect until April 15<sup>th</sup>. Heather should be done with training and on her own in mid March.

**New and Unfinished Business:**

Housing Authority Contract – Status. Mayor Baumgartner stated they will have to do some further negotiating. They are in conversation back and forth with them to come up with a decent agreement.

Mayor Baumgartner stated the gentleman she asked for the Public Works Committee appointment has declined. If anyone has any ideas she would welcome them.

Administrator Ellisor stated that the Cross Connection Control Program Proposal involves the more complex businesses in town and there is a list in the proposal. The proposal is in an amount between \$1200 and \$3500 over a three month period. The Cross Connection Control Program has been in place for some time. The Cross Connection entails a possible location within the plumbing where backflow into the drinking water system could occur. This company would provide the expertise to locate where potential problems are and to follow up with the solutions. It would help protect our system and complete the required inspections to be in compliance. What is requested and recommended is the approval with HydroDesigns not to exceed \$3500. **Motion by Marti, second by Suhr to Approve the proposal with HydroDesigns for the Cross Connection Control Program Proposal in the amount not to exceed \$3,498. All voted aye.**

Administrator Ellisor stated that we are changing on how we go about the meter replacements. There are about 700 meters or so in the City's system. In the 2005-2006 project, a lot of the meters were updated, the whole meter casing. All of them were updated to the radio read system but not all basic workings of the meter were replaced. About 300-400 or so were, leaving 300-400 that need to be replaced and changed out. We found that rebuilding the meters is not a cost effective way to keep the system updated. By replacing with a new meter, it doesn't have to be dealt with for another 20 years. The rebuilt meter has to be replaced in ten years. The cost for 150 meters it's roughly \$6100. To continue on with the program next year look at another 150 meters and the third year we're caught up. **Motion by Jensen, second by Kierstyn to Approve the Water Meter Replacement Program – Purchase. (Badger Meter, Inc. in the amount of \$6,051.83). All voted aye.**

**Motion by Scott, second by Marti to Approve Issuance of Operators Licenses to Timothy P. Lien, Chelsa M. Fedder and Kimberly L. Prusak. All voted aye.**

**Motion by Jensen, second by Suhr to Approve Payment of Bills. All voted aye.**

**Motion by Marti, second by Kierstyn to adjourn from Open Session and Reconvene in Closed Session for Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - consider acquisition/purchase of public property (land) within the City – SS 19.85(e). All voted aye.**

The closed session was called to order Mayor Baumgartner. On roll call were Alderpersons Jensen, Kierstyn, Marti, Scott, Suhr, Mayor Baumgartner and Administrator Ellisor.

Discussion was held.

**Motion by Marti, second by Jensen to adjourn. All voted aye.**

*Meeting adjourned at 6:51 P.M.*

Respectfully Submitted,

Janet L. Winters, CMC, WCMC  
Clerk/Treasurer